

*Special*

**City Of Willamina Special City Council Meeting  
Minutes of the ~~Once A Month~~ Meeting of the City Council  
Wednesday, November 28, 2018  
6:00 PM**

**Location of Meeting:**

West Valley Fire  
825 NE Main St  
Willamina, Oregon 97396

**Present at Meeting:** Mayor Ila Skyberg

Councilor Rita Baller  
Councilor Theresa McKnight  
Councilor April Wooden  
Councilor Ginny Wymore  
Councilor Craig Johnson  
Councilor Bob Burr  
City Manager Kenna West  
Deputy City Recorder Debbie Bernard  
Public Works Superintendent Jeff Brown  
Guest: Chief Kevin Clark

The City of Willamina Special City Council Meeting was called to order at 6:00 PM on November 28, 2018 at West Valley Fire by Mayor Ila Skyberg. The Flag Salute was recited. The roll call was taken by Deputy City Recorder Debbie Bernard and a quorum was present.

**I. Approval of Agenda**

The agenda for the meeting was distributed and unanimously approved.

**II. Review of Previous Minutes**

None.

**III. Consideration of Open Issues**

1. Correspondence

Mayor Ila Skyberg

Mayor Skyberg moved to Correspondence as there was no public input.

Mayor Skyberg then turned the meeting over to Kenna who announced that the City of Willamina had been awarded the 2019 Small City Allotments Award of \$87,000. Kenna

added that it was a very competitive selection process. She said that 56 were selected to be funded out of 150 eligible applications from 112 Cities. The Council was very pleased.

Mayor Skyberg then asked Kenna to read aloud a required Public Hearing Statement for the proposed 2018 Community Development Block.

Kenna read in its entirety:

City of Willamina

Public Notice and Notice of Public Hearing

The City of Willamina is eligible to apply for a 2018 Community Development Block Grant from Business Oregon. Community Development Block Grant funds come from the U.S. Department of Housing and Urban Development. The grants can be used for public facilities and housing improvements primarily for persons with low and moderate incomes.

Approximately \$12 million will be awarded to Oregon non-metropolitan cities and counties in 2018. The maximum grant that a city or county can receive is \$2,500,000.

The City of Willamina is preparing an application for a 2018 Community Development Block Grant from the Business Oregon for Willamina Intake Relocation which is located in Willamina Creek on Willamina Creek Road in Yamhill County. It is estimated that the proposed project will benefit at least 2,110 persons of whom 53.97 percent will be low or moderate income.

A public hearing will be held by the City Council at 6:00 p.m. on November 28, 2018, at the West Valley Fire District Fire Hall, 825 NE Main, Willamina, Oregon, 97396. The purpose of this hearing is for the City Council to obtain citizen views and to respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons, as well as other needs in the community that might be assisted with a Community Development Block Grant project; and the proposed project.

Written comments are also welcome and must be received by November 26, 2018, at Willamina City Hall, 411 NE C Street, Willamina, Oregon, 97396. Both oral and written comments will be considered by the City Council in deciding whether to apply.

The location of the hearing is accessible to persons with disabilities. Please contact Debbie Bernard, Deputy City Recorder at Willamina City Hall at 503-876-2242 if you will need any special accommodations to attend or participate in the meeting.

More information about Oregon Community Development Block Grants, the proposed project, and records about the City of Willamina's past use of Community Development Block Grant funds is available for public review at Willamina City Hall, 411 NE C Street, Willamina, Oregon during regular office hours. Advance notice is requested. If special accommodations are needed, please notify Debbie Bernard, Deputy City Recorder

at Willamina City Hall at 503-876-2242 so that appropriate assistance can be provided.

Permanent involuntary displacement of persons or businesses is not anticipated as a result of the proposed project. If displacement becomes necessary, alternatives will be examined to minimize the displacement and provide required/reasonable benefits to those displaced. Any low and moderate income housing that is demolished or converted to another use will be replaced.

Mayor Skyberg closed the Regular meeting then opened the public hearing.

2. Public Hearing on the City of Willamina to Apply for a 2018 Community Development Block Grant

Mayor Ila Skyberg

Mayor Skyberg read a prepared public hearing script:

Mayor Skyberg explained that this is the time and place scheduled for a public hearing for the purpose of obtaining public comment on the proposed application for a 2018 Community Development Block Grant.

Mayor Skyberg asked for General Testimony from the audience regarding the application. There were none.

Mayor Skyberg asked for questions or comments from Council.

Councilor Burr said it appears that the grant does not actually fix the problem but a study to tell us how much it will cost to fix the problem.

Kenna responded to Councilor Burr. Kenna said the CDB Grant changed their process to a two part process which is Design and Construction. She said we are applying for the Design part at this time.

Councilor Wooden ask if the Grant application makes us automatically eligible for the next step.

Kenna said it does not automatically, but gives us points. The application is based on points. This part gives us extra points.

Mayor Skyberg Closed the Public Hearing and reopened the Regular session.

Mayor Skyberg asked for a motion on the proposed 2018 Community Development Block Grant Application.

**MOTION:** Councilor Burr moved that we apply for the CDB Grant. Councilor Johnson seconded.

Mayor Skyberg asked for discussion.

Kenna asked Councilor Burr to amend the motion to include allow the City Manager to apply for the grant and sign any required documents.

**AMENDED MOTION:** Councilor Burr moved that we apply for the CDB Grant and allow the City Manager to sign any necessary documents. Motion carried with Councilors. Burr, Johnson, Wymore, Baller, McKnight and Wooded. All in favor.

Mayor Skyberg asked for further discussion. There were none.

3. Adjourn

Mayor Ila Skyberg

Mayor Skyberg asked for a motion.

**MOTION:** Councilor Johnson moved to adjourn. Councilor Wymore seconded. Motion carried with Councilors, Burr, Johnson, Wymore, Baller, McKnight and Wooden All in favor.

#### **IV. Consideration of New Business**

1. Small City Allotment Grant Award

City Manager Kenna West

Kenna announced under Correspondence that the City received an email notification of the SCA Small Cities Allotment Grant of \$87,000 award.

#### **V. Agenda and Time of Next Meeting**

The next meeting will be held at 6:00 PM on December 11, 2018 at:  
West Valley Fire  
825 NE Main St.  
Willamina, Oregon 97396

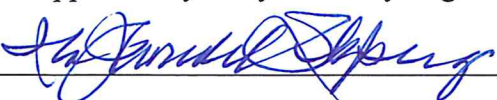
The agenda for the next meeting is as follows:

The meeting was adjourned at 7:00 PM by Mayor Ila Skyberg.

Minutes submitted by: Deputy City Recorder, Debbie Bernard

  
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Minutes approved by: Mayor Ila Skyberg

  
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